

CHANGE OF OCCUPANCY SUBMITTAL CHECKLIST

PERMIT SUBMITTAL REQUIREMENTS:

1. Land use reviews (landscape plan, NCB, etc.) if required, must be completed prior to permit submittal. Include a copy of the final decision
2. Two complete sets of building plans that include a site plan.
3. Maximum size of plan sets: 42" long, 30" wide (bound edge), 5/8" thick. All pages in a plan set shall be uniformly sized.
4. One set of documentation i.e. engineering calculations, if required.
5. Completed Permit Application.
6. Plan check fee.
7. All documents must be clearly legible for microfilming, each page consecutively numbered and stapled.

The following requirements apply to changes of occupancy for residential or commercial tenant improvements that do not include additions or increasing the existing floor area. For commercial additions, the checklist for new structures must be followed. Refer to attached handout for the ***accessible route required from the new van accessible space to the building entry.***

- A. Indicate on the plans whether or not the building has an existing, monitored sprinkler and/or fire alarm system, and if new systems are required (change of use to assembly may trigger sprinklers, detection system, or construction of fire barriers).
- B. A site plan, drawn to scale, with the following information:
 - a. Property lines, building dimensions, parking dimensions, landscaped areas, grade at new accessible parking, all ramps and curb cuts required for accessible route.
 - b. Details of curb cut or ramp plans with dimensions (1/4" = 1' minimum scale).
 - c. Guard, handrail sections and elevations indicating materials, dimensions, and construction details, where required for change of occupancy.
 - d. Signage elevations, if accessibility signage is required for the change of occupancy.
- C. Floor plans with complete dimensions. Indicate the proposed occupancy of each space. Show all exit doors, stairs, corridors, etc. Note entry door size and hardware, indicating required dimensions on pull and push side of door, where required for the change of occupancy.
- D. New wall sections showing construction and assembly ratings if required. Dash demo walls.
- E. New or revised toilet room plans to include interior elevations, wall and floor finishes, mounting heights, clearances, and accessibility details, if required by occupancy change.
- F. For change of occupancy to assembly: automatic sprinklers or fire separations; panic hardware; illuminated exit signage; emergency lighting; seismic analysis, including structural documents with design loads, material specifications, detailing, schedules, etc.
- G. Equipment cut sheets and plans for new or modified kitchens, to include type of hood.

APPLICABLE CODES AND REFERENCES

- Automatic Fire Detection & Suppression Systems Ordinance No. 1902-92
- International Building Code (IBC), 2012 Edition & WAC 51-50
- Accessible and Usable Buildings & Facilities, ANSI A117.1-2009 & WAC 51-51-005
- International Fire Code (IFC), 2012 Edition & WAC 51-54
- International Mechanical Code (IMC), 2012 Edition & WAC 51-52
- National Electrical Code (NEC), 2008 Edition & WAC 296-46B-010
- Uniform Plumbing Code (UPC), 2012 Edition & WAC 51-56 & 51-57
- International Energy Conservation Code (IECC) 2012 Edition, WAC 51-11(C or R)

Chklst-CU (rev 7/13)